

## Secondary Programs

### Title: Extended Contracts

The Division recognizes the value of providing professional-technical instructors with extended contract time beyond the normal academic year and its contribution to a quality program. The purpose for providing this added time can be divided into two general categories: 1) program improvement (keeping teacher and programs current with business and industry), and 2) specialized student instruction necessary to complete the professional-technical program of instruction.

The intent of added-cost funding of extended contracts is that the time is limited to actual time beyond the normal academic year. Added-cost funding can be used for salary and related benefits costs up to a maximum of 40 days time beyond the academic year. The actual length of the extended time and the manner in which it is to be used is a local decision and should be agreed upon between the instructor and administrator.

**Extended Contract Salary Index:** Veteran teachers with extended contracts between 20 and 40 days use all or most of the added-cost funding leaving little for travel, supplies, and equipment. An extended contract salary index was created to offset the higher cost of veteran teachers. The index uses the PTE funding base and the state salary index from the Department of Education. Funding for the days between 20 and 40 days is based on the difference between the minimum per day amount and the placement of the teacher on the state salary index.

#### **Best practices:**

- Sufficient extended employment shall be provided to assure program improvement, guidance, and effective supervision of students for their Supervised Occupational Programs and student organization activities.
- Instructors shall submit to the administration a planned program of activities to be assumed during the summer months.
- Instructors shall submit to the administration a weekly report of summer activities while under extended contract.

A written program of work is developed by instructors whose contracts include time beyond the normal academic year. The plan follows state guidelines, is approved by and on file with, the school administrator. Guidelines are available in each program area. Sample forms for planning the program of work and for reporting activities are available on the internet.

A sample Plan for Time Beyond the Normal Academic Year/Extended Contract and a sample Weekly Report for Time Beyond the Normal Academic Year/Extended Contract are available for district and/or instructor use.

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